

**Agreement for Telework  
Related to Emergency Preparedness and/or  
Continuity of Operations Plan (COOP)**

This Teleworking Agreement (“Agreement”) represents the agreement for the temporary teleworking arrangement between \_\_\_\_\_ (“Employing Office”) and \_\_\_\_\_ (“Employee”). This document is not an employment contract and does not alter the “at will” employment status of the employee. This Agreement incorporates by reference the duties and responsibilities of both the Employing Office and the Employee described in the Policy for Telework Related to Emergency Preparedness and/or Continuity of Operations (COOP) (“Policy”).

**Voluntary Participation**

Employee agrees to work at the approved alternative worksite(s) indicated below and to follow all applicable policies and procedures. Employee recognizes that the teleworking arrangement is not an employee benefit.

**Official Duty Station**

The Employee's official duty station is the employer's office located at \_\_\_\_\_. The Employee's alternative work site is \_\_\_\_\_.

[INSERT ANY ADDITIONAL ALTERNATIVE WORK SITES, IF KNOWN]

**Work Schedule and Tour of Duty**

Employing Office and Employee agree that the Employee's official hours will be: \_\_\_\_\_. Employee understands that the Employing Office has the discretion to determine or change the teleworking schedule.

**Cancellation of Agreement**

Employee understands that the Employing Office may cancel the teleworking arrangement and instruct the employee to resume working at the central work site. In the event that the employment relationship is terminated, all items that are the property of the Employing Office/House of Representatives will be returned at the convenience of the Employing Office.

**Office Equipment**

The Employing Office and/or the House of Representatives may pursue recovery from the Employee for property belonging to the Employing Office that is damaged, destroyed, lost, or stolen—whether deliberately, or through negligence— while in the employee's care, custody, or control. The Employee is responsible for reimbursement for theft, damage, or destruction of Employing Office property at the alternative work site. Repair and/or replacement costs and

liability for privately owned equipment and furniture used during teleworking are the responsibility of the Employee.

### **Special Provisions [IF NECESSARY]**

As discussed in the Telecommuting Policy, there are some provisions to the Agreement that are unique to the individual employee. These provisions are as follows:

[list any unique provisions of individual agreement here, e.g. hours, employing office information, designated teleworking days]

### **Other Action**

Nothing in this Agreement precludes the Employing Office from taking any appropriate disciplinary or adverse action against any employee who fails to comply with the provisions of the Policy or any policies and procedures adopted by the Employing Office and/or the House of Representatives.

### **Implementation Checklist**

<b>Action Completed</b>	<b>Date</b>	<b>Employee's Initials</b>	<b>Employing Office's Designee's Initials</b>
1. Employee has read guidelines stating the policies and procedures of the program.			
2. Employee has been provided with the work schedule.			
3. Employee has been issued equipment.			
4. Equipment issued has been inspected.			

**Condition range: poor, good, excellent, new:**

1. \_\_\_ computer (condition: \_\_\_\_\_)
2. \_\_\_ cell phone (condition: \_\_\_\_\_)
3. \_\_\_ other (describe on separate attachment)

<b>Action Completed</b>	<b>Date</b>	<b>Employee's Initials</b>	<b>Employing Office's Designee's Initials</b>
5. Policies and procedures for care of equipment issued by the Employing Office have been explained and are clearly understood.			
6. Policies and procedures covering classified secure, confidential, and/or			

private information have been discussed, and the Employee certifies that those requirements are met.			
7. Requirements for an adequate and safe office space and/or area have been discussed, and the Employee certifies those requirements are met.			
8. Employee understands that he or she is required to comply with all Rules of the House of Representatives, as well as any and all applicable laws, regulations, and guidelines, including those of the Committee on Ethics.			
9. Performance expectations have been discussed and are clearly understood.			
10. Employee understands that the Employing Office may terminate this Agreement at any time.			
11. Employee understands that failure to comply with the teleworking guidelines may subject him/her to disciplinary action up to and including termination.			

Employee agrees that he/she has read and understands the Policy and this Agreement and agrees to abide by the provisions therein.

Employee's Signature

\_\_\_\_\_

Date: \_\_\_\_\_

Employing Office's Designee's Signature

\_\_\_\_\_

Date: \_\_\_\_\_